[handwritten annotations in top margin, including dates "4 FEB 82", "4 FEB 1982", and signature "John" dated 4 FEB 1982]

For a number of reasons, the DDA has often been in a position of "catch-up" regarding the necessary resources, both funds and personnel, to support new initiatives undertaken by other Directorates. A major cause of this problem is the manner in which the Agency's program is submitted--the DDA is often not aware of the new initiatives it is expected to support in sufficient time to provide the necessary resources for same. We are trying to rectify this situation in several ways in our 1984 program submission. A concerted effort is being made to find out the details regarding new initiatives being contemplated by other Directorates and there is a possibility that the DDA may be able to submit its program after the other Directorates have submitted their own. We are also in the process of developing a support resource package which hopefully will provide a sufficient measure of support resources necessary to match any new initiatives which you might undertake.

As a first step in developing a support resource package, we have come up with the attached list of items/factors; any one of them or a combination of same could be contained in one of your new initiatives. Please review this listing and make suggestions for additions which we could have overlooked or which are unique to your Directorate.

After we have compiled a list of factors, we will ask the DDA Offices to devise ranges among these factors which would be matched

by a sufficient increase in support resources. For example, an increase of a certain category of positions in the range 30-50 would be matched by one medical position, a security position, 4,000 square feet of space, etc., etc. These support resources would then be added to the DDA's budget if the new initiatives were approved for your Directorate.

I. Personnel Services

    A. Directorate

    B. Number of Employees

    C. Clerical, Professional, Technical, and Career Trainees

    D. Overseas - U.S. Field, Headquarters

    STAT

    F. Category (Staff-Contract-FT/PT)

II. Non-Personnel Services

    A. Facility

        1. Space

        2. New

        3. Communications

        4. Secure Phones

        5. ODP

        6. Size

        7. Location (Metro/Elsewhere) (Overseas)

    STAT

        9. Purpose - Living Quarters, Office Space, Warehouse

      10. Security

      11. Parking

      12. Utilities (Emergency-Normal Utility)

13. Leased/Owned

14. Number of Occupants

15. Renovation and Maintenance

B. Equipment

ADP

Electrical Equipment - Commo Security

Ordnance

General

Office and Furnishings

Security Equipment

C. Transportation and Travel

People - PCS/TDY

Things - Equipment

D. Contractual Services

Type

Value